

DEPARTMENT OF ADMINISTRATION
N.C. AGENCY FOR PUBLIC TELECOMMUNICATIONS

Program Records Retention and Disposition Schedule

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

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do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule.

The Department of Administration and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records have no further use or value for official and administrative business and when the Department certifies that such records appear to have no further use or value for research or reference, then such records may be destroyed or otherwise disposed of by the agency having custody of them. As part of its program operations the Department of Administration agrees to establish and enforce internal policies. The policy will specify how long those records must be retained and when they must be destroyed.

E-mail messages sent or received by Executive Branch agencies shall be retained for 10 years pursuant to Executive Order No. 18 (issued July 7, 2009 by Governor Beverly Perdue) and as set forth in G1 of the General Schedule for State Agency Records. Any E-mail messages requiring retention longer than 10 years, including those with permanent historical value, shall be designated with specific retention periods in this program records schedule. Public records including electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed. The

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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

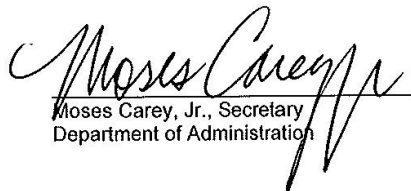
APPROVAL RECOMMENDED



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N.C. Agency for Public Telecommunications
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APPROVED


Moses Carey, Jr., Secretary
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ITEM 3626. GOVERNOR'S TASK FORCE FOR PUBLIC TELECOMMUNICATIONS MEMBERS FILE.

Correspondence, memorandums, and other records concerning members of the Task Force appointed by the Governor.

DISPOSITION INSTRUCTIONS: Item discontinued. Transfer records currently stored in the State Records Center immediately to the custody of the Archives.

ITEM 3627. N.C. AGENCY FOR PUBLIC TELECOMMUNICATIONS MINUTES FILE.

Minutes and supporting records of meetings held by the Board of Telecommunications Commissioners of the N.C. Agency for Public Telecommunications. (This is an essential agency record.)

DISPOSITION INSTRUCTIONS: Transfer paper copies of minutes to the State Records Center immediately upon closure of the agency for the immediate transfer to the custody of the Archives.

ITEM 3628. N.C. AGENCY FOR PUBLIC TELECOMMUNICATIONS FACILITIES GRANT FILE.

Records concerning Public Telecommunications Facilities Program grants. File includes documentation on production resources and telecommunications systems, local need records, proposals, applications, final reports, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 3629. PUBLIC RADIO ADVISORY COMMITTEE FILE.

Records in paper and electronic formats, including e-mail, concerning the meetings and activities of the Public Advisory Committee dealings with public radio stations. File includes correspondence, memorandums, operating records, information regarding Public Radio Advisory Committee members, minutes of meetings, national public radio information, and other

DISPOSITION INSTRUCTIONS: Print electronic records, including e-mail, and interfile with related paper records. Retention of the electronic version of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Transfer paper copies of minutes and related records to the State Records Center immediately upon closure of the agency for the immediate transfer to the Archives.

ITEM 3630. N.C. AGENCY FOR PUBLIC TELECOMMUNICATIONS TOPIC FILE.

Records concerning general telecommunication topics but not directly relating to the agency. File includes information regarding telecommunications technologies, state and federal agencies, and other subjects.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 3631. STATE SERVICES NETWORK FILE.

Records concerning the State Services Network program. File includes correspondence, production information scripts, formats, satellite usage, budget spreadsheets, production orders, community college facilities, satellite resources, and facilities survey. File also includes North Carolina Information Highway production order and confirmations, proposals, and State Services Network quarterly report to Executive Director.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

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ITEM 3633. EXECUTIVE DIRECTOR SUBJECT FILE.

Correspondence, including e-mail, in paper and electronic formats, between the N.C. Agency for Public Telecommunications and other agencies. File also includes letters and memorandums received and sent to the Governor's Office, Emergency Management, and other state agencies.

DISPOSITION INSTRUCTIONS: Transfer paper records to the State Records Center immediately upon closure of the agency for the immediate transfer to the custody of the Archives. Transfer electronic records immediately to the State Records Center for the immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of electronic records.

ITEM 11220. GOVERNOR'S TASK FORCE FOR PUBLIC TELECOMMUNICATIONS INDEX FILE.

Information concerning telecommunications, minutes of the Task Force, and articles sent to Task Force members.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 11224. GOVERNOR'S TASK FORCE SURVEY FILE.

Records concerning a survey conducted in state agencies regarding telecommunications needs. File includes correspondence, working papers, and reference publications.

DISPOSITION INSTRUCTIONS: Item discontinued. All records transferred to the custody of the Archives.

ITEM 11225. TELECOMMUNICATIONS SYSTEMS IN NORTH CAROLINA FILE.

Information concerning survey responses from state telecommunications systems studied during the Task Force period.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 11227. AGENCY FOR PUBLIC TELECOMMUNICATIONS BUSINESS AND LAW FILE.

Agreements with state agencies concerning public telecommunications. File also includes related correspondence and administrative records.

DISPOSITION INSTRUCTIONS: Transfer records to the Fiscal Management Division, Department of Administration, immediately upon closure of the agency.

ITEM 41682. CORPORATE, FOUNDATION, AND SUPPORT FILE.

Records concerning grant proposals and grants received. File includes supporting documentations, working papers, applications, corporate annual reports, correspondence, and

DISPOSITION INSTRUCTIONS: Transfer records to the Fiscal Management Division, Department of Administration, immediately upon closure of the agency.

ITEM 41685. MEDIA PRODUCTION FILE.

Records concerning production of programs. File includes correspondence, scripts, billing sheets, tape logs, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

ITEM 41686. OPEN PUBLIC EVENTS NETWORK PROGRAM AND CORRESPONDENCE FILE.

Letters from viewers and correspondence with panelists. File also includes panelist lists, caller logs, program dates, sponsors, scripts, call-in tally sheets, proposals, and cable affiliate list. (Portion of information entered into Open Public Events Network Database (Electronic) File (Item

DISPOSITION INSTRUCTIONS: Item discontinued. All records destroyed.

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ITEM 41687. OPEN PUBLIC EVENTS NETWORK DATABASE (ELECTRONIC) FILE.

Electronic records concerning 1985 to present Open Public Events Network. Electronic file includes title of shows, participants, caller locations, production notes, dates, sponsors, and other related records.

DISPOSITION INSTRUCTIONS: Transfer electronic records to the State Records Center immediately upon closure of the agency for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to transfer of electronic records.

ITEM 42013. PROGRAM VIDEO TAPES (ELECTRONIC) FILE.

Video tape air-check recordings of live programs presented on the Open Public Events Network. The range of topics includes discussions of any aspect of the Executive, Judicial or Legislative government. Topics include the economy, human relations, education, health, transportation, energy, and the environment. Guests appearing on the show range from the Governor to representatives of many of the departments and agencies of state government.

DISPOSITION INSTRUCTIONS: Transfer recordings to the State Records Center immediately upon closure of the agency for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of electronic records.

ITEM 49943. PROGRAM VIDEO TAPES (ELECTRONIC) FILE.

Video tapes made for hire for public agencies by the N.C. Agency for Public Telecommunications that were unable to be returned to the hiring state agency at the time of the closure of the N.C. Agency for Public Telecommunications.

DISPOSITION INSTRUCTIONS: Transfer recordings to the State Records Center immediately upon closure of the agency for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of electronic records.

ITEM 49944. PUBLIC AGENCY VIDEO TAPES DATABASE (ELECTRONIC) FILE.

Electronic records concerning video tapes made for hire for public agencies by the N.C. Agency for Public Telecommunications. Electronic file includes Production Control Numbers, description of videos, and other related information.

DISPOSITION INSTRUCTIONS: Transfer electronic records to the State Records Center immediately upon closure of the agency for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to transfer of electronic records.

ITEM 49945. PUBLIC AGENCY DIGITAL VIDEO (ELECTRONIC) FILE.

Videos in digital format made for hire for public agencies.

DISPOSITION INSTRUCTIONS: Transfer recordings to the State Records Center immediately upon closure of the agency for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of electronic records.

ITEM 49964. PUBLIC AGENCY DIGITAL AUDIO (ELECTRONIC) FILE.

Radio audio recordings in digital format made for hire for public agencies.

DISPOSITION INSTRUCTIONS: Transfer recordings to the State Records Center immediately upon closure of the agency for immediate transfer to the custody of the Archives. Contact the Electronic Records Branch prior to the transfer of electronic records.